



VIRGINIA AIR NATIONAL GUARD NATIONWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 20-12-13 AF

POSITION TITLE: Personnel Systems Manager

GRADE: SSgt/E-5 (Promotable to TSgt/E-6) NTE MSgt/E-7

AFSC: 3F0X1

LOCATION: Joint Base Langley-Eustis, VA

UNIT: 192d SS

OPENING DATE: 12 December 2019

CLOSING DATE: 11 January 2020

WHO MAY APPLY:

Open to all members of the Virginia Air National Guard, or who are eligible to become members of the Virginia Air National Guard in the grades of **SSgt/E-5 (Promotable to TSgt/E-6) NTE MSgt/E-7 (NATIONWIDE)**.

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW ANGI 36-101, Chapter 5, AFI 36-2905, AFI 48-123.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Provides broad management advisory services. Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Updates and maintains personnel data systems. Plans, directs and performs system management, quality assurance, system inquiry, trend analysis small computer operations/management and system research. Prepares comprehensive human resources management reports. Receives, evaluates and processes requests and when necessary, develops specialized products to meet unique analytical needs using programming software such as OBI, CHRIS and Microsoft office application software. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy. Researches system problems and determines solutions. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy.

SPECIAL INFORMATION

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.
4. Must possess an awarded skill level in the compatible AFSC commensurate with their rank or be enrolled in upgrade training leading to the position skill level.

5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than 6 months prior to the start date of the AGR tour.
6. All notifications of selection are conditional until verification of security clearance, medical clearance and HRO approval.

APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
<https://www.ngbpdcc.ngb.army.mil/ngbforms/>
2. Current Report of Individual Personnel (RIP)
3. Current Individual Fitness Report from Air Force Fitness Management System.
4. Individual Medical Readiness (IMR) Report (AF Portal).
5. AF Form 422 or AF Form 422/469 (if currently on restrictions).
6. Current Point Credit Accounting Report System (PCARS); if Active Duty submit the equivalent form of an AF 1613 or Statement of Service.

EEO POLICY STATEMENT: Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Submit applications directly to 192 SS/FSF-HR, 165 Sweeney Blvd, Suite 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va_ANGJobs@us.af.mil; melissa.howard.2@us.af.mil; tunisia.stephens@us.af.mil.

POC FOR ADDITIONAL INFORMATION:

MSgt Nichelle Hackney at (804) 236-7713 email: nichelle.k.hackney.mil@mail.mil, and CW4 D'Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil.